

S E C R E T

INSTRUCTION NO.  
LI 45-2

LI 45-2  
LOGISTICS  
~~December 1967~~

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SUBJECT: Administrative, Housekeeping and Janitorial Supplies for  
General Issue through the Logistics Services Division

RESCISSION: LI 45-2 dated 29 March 1962

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1. PURPOSE

This instruction establishes policy concerning procurement of standard administrative, housekeeping and janitorial expendable supplies by the Logistics Services Division from the General Services Administration (GSA) Federal Supply Service (FSS), Region 3. This instruction has no application to GSA procurements by the Supply Division for depot stock.

2. POLICY

- a. Materiel procured through this source is for use by Headquarters components of the Agency.
- b. Items procured are limited to those stock items listed in the Agency Administrative Supply Catalog that are in the GSA Stores Stock.
- c. Quantities ordered will be based on Economic Order Quantities in consonance with GSA standard units of issue. Each requisition will allow for an approximate delivery period of 30 days from the time the requisitions reach GSA.

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GROUP I - Excluded from Automatic Downgrading and Declassification

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- d. Availability of funds for each requisition must be certified.
- e. Contact with GSA regarding procurement matters may be made only by the Supply Division.
- f. The GSA Interagency Retail Stores may be utilized for the procurement of slow moving items or for emergency replenishment of small quantities of fast moving items. Such purchases may be charged (charge plate) or paid for in cash.

3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION/OL

- (1) Establish reorder points and reorder quantities for all expendable items maintained for general issue through the Building Services Branch, (OL/LSD/BSE).
- (2) Examine issue activity at least every 12 months to update reorder points and quantities.
- (3) Assign appropriate debit and credit vouchers numbers within the series furnished by the Supply Division annually.
- (4) Submit vouchered requisitions (Form 88 and if necessary 88a) or their replacement, direct to OL/EO/BFB for certification to the availability of funds.

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- (5) Maintain master credit voucher files for each transaction,  
(4) above.
  - (6) Receive materiel and furnish completed Receiving Reports  
(see 3.c.(1)(b) below) on a timely basis to OL/SD/CD/SCB  
for processing through the FPA system, and OL/SD/CCDB  
for reconciliation of payments.
  - (7) Report discrepancies to OL/SD/CCDB in accordance with  
Logistics Instruction (LI) 45-6.
- b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH (OL/EO/BFE)
- (1) Review and attest to the availability of funds for each  
requisition.
  - (2) Forward requisition to OL/SD/SMB/IDSS.
- c. SUPPLY DIVISION/OL
- (1) Stock Management Branch, General Materiel Management Section  
(OL/SD/SMB/GMMS)
    - (a) Develop and update, as required, Economic Order Quantity  
Tables designed for OL/LSD/BSB application.
    - (b) Identify all items to be issued by OL/LSD/BSB.
    - (c) Produce the Administrative Supply Catalog for use by  
OL/LSD/BSB and its customers.
    - (d) Furnish guidance in matters related to Inventory Management.

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- (2) Stock Management Branch, Interdepartmental Support Section  
(OL/SD/SMB/IDSS).
- (a) Convert requisitions to single line item purchase orders for transmittal to GSA.
  - (b) Prepare a Receiving Report (9 part set) for each single line item purchase order for completion by OL/LSD/BSB upon receipt of the applicable item.
  - (c) Forward to OL/LSD/BSB a listing of requisition numbers cross referenced to the applicable voucher number and a copy of each purchase order and receiving report (9 part set) paragraph 3.c.(2)(a) and (b) above.
- (3) Central Control and Distribution Branch (OL/SD/CCDB).
- (a) Annually assign a series of Debit and Credit voucher numbers to OL/LSD/BSB.
  - (b) Resolve discrepancies reported by OL/LSD/BSB.
  - (c) Reconcile mismatched payments reported by the Office of Finance.
- 25X1A (4)  Stock Control Branch (OL/SD/CD/SCE)
- Process receiving reports forwarded by OL/LSD/BSB through the FPA system and maintain debit voucher files for such reports.

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4. GENERAL

Divisions concerned shall prepare internal instructions deemed necessary for the implementation of this instruction.

*RF 21 Ls. 12/5/67*  
*File 12/5/67*

George E. Maloon  
Director of Logistics

*NOT 12/6/67*  
*Ad 12/12/67*

*J.S.B. 12/12/67 (Draft approved by  
E.K. (BSB))*

S E C R E T

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 45-2

FROM:

Chief, Supply Division, OL  
1106 Ames Bldg

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chief, Logistics Services Div/OL  
2E-24 Hqs Bldg

2. Chief, Planning Staff, OL  
1227 Ames Bldg

3. Director of Logistics  
1227 Ames Bldg

4.

5.

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9.

10.

11.

12.

13.

14.

15.

25X1A

### 1. Organizational Changes

a. Building Supply Office to  
Building Supply Branch

c. Depot Stock Control Branch to  
Stock Control Branch

d. Budget and Fiscal Branch,  
Administrative Staff to Executive  
Officer, Budget and Fiscal Branch

### 2. Procedural Changes

a. Requisitions submitted to  
Interdepartmental Support Section  
SMB/SD in lieu of General Procure-  
ment Branch, PD

b. Deleted reference to Procure-  
ment Division which is no longer  
responsible for procurement of  
GSA Standard Stores Stock.

c. Stock replenishment now  
responsibility of General Material  
Management Section, SMB/SD ref-  
erence to Depot Stock Control  
Branch deleted.

d. Applies only replenishment  
stock for BSB. Depot standard  
stocks now ordered by Supply  
Management Branch, SD.

e. Requirement for submitting  
requisitions for Interagency  
Retail Stores deleted - Material  
now procured on charge plate or  
cash.

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